



# Saint Charles R-6 School District

400 N. 6<sup>th</sup> Street, St. Charles, Missouri 63301

636-443-4000

Fax: 636-443-4001

Web site: [www.stcharles.k12.mo.us](http://www.stcharles.k12.mo.us)

## ADMINISTRATION

Mr. Randal D. Charles  
Superintendent

Dr. Danielle S. Tormala  
Associate Superintendent  
Curriculum & Instruction

Dr. Jeff Marion  
Assistant Superintendent  
Human Resources

Dr. Rick Radford  
Assistant Superintendent  
Business Services

Mr. Charles Brazeale  
Director of Instructional  
Technology

Dr. Kay Davis  
Director of  
Special Education

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C.B.M. Member

February 14, 2012

Dr. Charles N. Davis  
204 Neff Hall  
Columbia, MO 65211

Dear Dr. Davis,

Attached you will find documents related to your request for information from the St. Charles School District regarding the challenge and/or removal of materials in school libraries and/or classrooms from January 1, 2008 to present. In the St. Charles School District, there has only been one such request during this time period. I have included the appropriate Board of Education policies and related documents, the Citizen's Request for Reconsideration of Instructional Material, and minutes from the review committee meeting. I believe that these documents will provide all the information for which you are searching. Should you have any further questions, please feel free to contact me at 636-443-4029.

Sincerely,

Danielle S. Tormala, Ed.D.

# UNIVERSITY of MISSOURI

MISSOURI SCHOOL OF JOURNALISM

JOURNALISM STUDIES DEPARTMENT

January 31, 2012

Mr. Randal Charles  
Superintendent  
St. Charles R-VI  
400 N 6th St.  
St. Charles, MO 63301-1838

Dear Mr. Charles,

Pursuant to the Missouri Sunshine Law (RSMo Chapter 610), I would like to obtain a copy of any and all records and correspondence pertaining to the challenge and/or removal of materials in school libraries and/or classrooms in your school district from January 1, 2008 to present. I have attached the form used by the Boone County School District to initiate book challenges as an example.

I understand that if I seek a copy of this record, there may be a copying fee. Please inform me of that cost prior to making the copy. I can be reached at 573-882-5736.

According to the statute, this request should be acted upon as soon as possible, but in no event later than the third business day following receipt of this letter. If access to the records I requested is going to take longer, please contact me so we can work out a reasonable date. I'll be back in touch in 10 working days if I don't hear from your office.

If you choose to deny the request, then you are required to respond in writing and state the statutory exception authorizing the withholding of all or part of the public record and the name and title or position of the person responsible for the denial.

Thank you for your assistance on this matter.

Sincerely,



Charles N. Davis, Ph.D.  
204 Neff Hall  
FAX: 573-884-5400



SC  
02/10/12

## Requests for Reconsideration of Library Materials Form

Title of item \_\_\_\_\_  
Book ☐ Periodical ☐ Other ☐

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Do you represent

\_\_\_\_ Yourself

\_\_\_\_ An organization (name) \_\_\_\_\_

\_\_\_\_ Other group(name) \_\_\_\_\_

\*\*\*\*\*

1. Did you read or view the entire work?

What parts did you read or view?

2. To what in the work do you object? (Be specific; cite pages, sections etc.)

3. What do you feel might be the reaction of a student reading or viewing this work?

4. For what age group would you recommend this work?

5. What do you believe is the theme of this work?

6. What would you like the library/school to do about this material?

☐ Don't allow my child to check the material(s) out

☐ Return it to the selection committee for re-evaluation.

☐ Other \_\_\_\_\_

7. In its place, what work would you recommend that would convey as a picture and perspective of the subject treated? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Citizen's Request for Reconsideration of Instructional Material

Review Committee Meeting - September 15, 2011 - 11:10 am – 11:45 am

Present: Annette Hill, Principal  
Danielle Tormala, Associate Superintendent  
Kellari Fasnacht, Media Specialist (Librarian)  
Dena Hayes, 4<sup>th</sup> grade teacher and parent of 2<sup>nd</sup> grade student  
Lisa Egan, parent of 4<sup>th</sup> grade and 2<sup>nd</sup> grade student

## Review of documents:

- KLB-AP: Public Questions, Comments or Concerns Regarding District Instructional/Media/Library Materials from Library Media Centers Procedure and Policy Manual
- Citizen's Request for Reconsideration of Instructional Materials
- IIAC-R: Instructional Media Centers/School Libraries (Selection and Reconsideration of Materials) from Library Media Centers Procedure and Policy Manual

## Discussion:

Discussion of the book Scary Ghosts by Jim Whiting as compared to selection criteria outlined in IIAC-R.

- Standards 1, 3, 4 seem to address this book.
- Kellari Fasnacht shared documents from the District Library Procedures to have a library with diverse content and interests. American Library Association's "Bill of Rights" states libraries should provide selection, but parents should have the right to restrict access for their child according to their beliefs.
- Kellari Fasnacht surveys students each year about preference of books in the library. Nonfiction books or ghosts, UFOs, aliens, etc. books are popular but most are at a higher reading level. She sought out books at a lower reading level based upon student requests.
- Book reviews note the book for grades 1 through 3 or grades 2 through 5 from School Library Journal. Reviews note, "These books succeed brilliantly in grabbing the attention of even the most reluctant readers."
- Scary Ghosts is currently in three St. Charles School District Elementary Schools and in the Public Library.

## Results:

Committee agreed that the book should not be taken away from access for students. The parent has the right to restrict access for their children. The book will remain in circulation. Annette Hill will contact the parent to share the results of the meeting.



SCHOOL DISTRICT OF THE CITY OF ST. CHARLES  
400 N. SIXTH STREET  
ST. CHARLES, MO 63301

Citizen's Request for Reconsideration  
of Instructional Material

Author: Jim Whiting  
Type of Instructional Material: Library book  
Title: Scary Ghosts  
Publisher (if known): Capstone Press

Curriculum area and grade of item: Library book available to 1<sup>st</sup> graders

Complainant represents: \_\_\_\_\_

Please circle: self organization other (please specify) \_\_\_\_\_

1. What in the item do you object: (Please be specific with page numbers, passages, etc.)

The subject matter of the book is disturbing and unnecessarily frightening. The book is about paranormal activity.

2. What do you feel might be the result of using this item?

The children will be exposed to content that is disturbing and frightening to them.

3. For what age group would recommend this item?

I would not recommend this item.

4. Do you feel there is any value in this item? Why or Why not?

No. Because of the subject matter, I do not feel that this book is appropriate for young elementary children.

5. Did you examine the entire item? What parts?

Yes, I read the entire book.

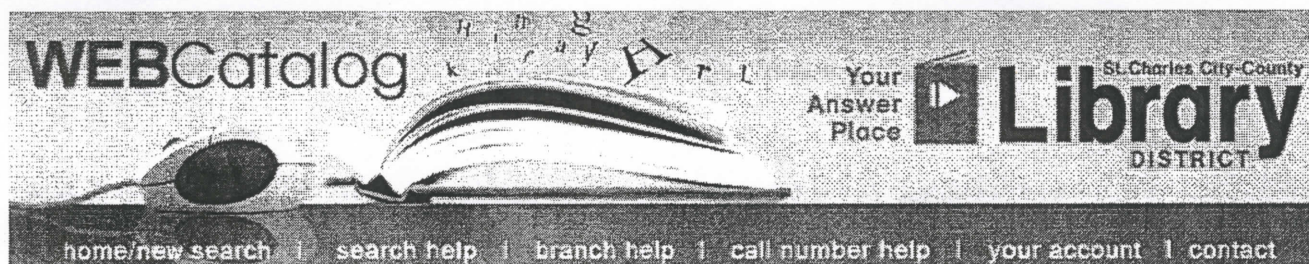
6. Have you had an opportunity to discuss the proposed use of this item with a staff member? If so, please name staff member (s).

Yes. Mrs. Kellari Fasnacht

9/6/11  
Date

Please send this request to:

Curriculum and Instruction Department  
400 N. Sixth Street  
St. Charles, MO 63301

[modify search](#)[search results](#)[place reserve](#)[copy listing](#)[reviews](#)[annotations](#)[table of contents](#)[cover jacket](#)

### SLJ Reviews 2010 April

Gr 1-3—These tales of cursed ships, haunted tombs, mummies, and vampires could make young readers reach for the nightlight. Oversize black text is juxtaposed with decent photos of ghosts and spooky locations ranging from King Tut's tomb to the Tower of London. Aiding new readers is a simple (although sometimes too much so) writing style and a few definitions of more difficult words such as "executed" and "hypnotize" directly below the text. A few "Fact or Fiction" sections offer such questions as, "Is Bachelor's Grove Cemetery Haunted?" (Ghosts) and "Does Bigfoot Really Exist?" (Monsters). These titles provide compelling material, but are not essential purchases.

[Page 108]. Copyright 2008 Reed Business Information.

[author](#) | [subject](#) | [title](#) | [author & title](#) | [subject keyword](#) | [title keyword](#)  
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**St. Charles City-County Library District**  
St. Charles County, Missouri



Scary Ghosts  
by Jun Whiting



**Gr 2-5**—Readers of this series will hone their ability to separate fact from fiction as they explore a famous sunken ship, the possibility of a mummy in Disneyland, George Washington's "wooden teeth," and ghosts of Civil War soldiers. Each chapter poses a question, such as "Did the Hope diamond sink *Titanic*?" or "Did John Quincy Adams give an interview while naked?" The stories are quickly discussed, evidence is considered, and a verdict reached. Each book contains a smattering of facts as well as a concluding exercise in detection. This method, along with eye-catching illustrations, reproductions, and photos, will allow these books to succeed brilliantly in grabbing the attention of even the most reluctant readers.

WHITING, Jim **Scary Ghosts** ISBN 978-1-4296-3967-5. LC 2009023387.

WHITING, Jim. **Scary Monsters** ISBN 978-1-4296-3968-2. LC 2009023386.

WHITING, Jim. **Scary Places** ISBN 978-1-4296-3970-5. LC 2009023637.

WHITING, Jim. **Scary Stories** ISBN 978-1-4296-3969-9. LC 2009023965. ea vol: 24p. (Really Scary Stuff Series). illus. photos. reprod. further reading. glossary. index. CIP. Capstone 2010. PLB \$22.65.

School Library Journal

## PUBLIC COMPLAINTS ON LIBRARY MEDIA MATERIALS

FILE: KLB  
CRITICAL

### PUBLIC QUESTIONS, COMMENTS OR CONCERNS REGARDING DISTRICT INSTRUCTIONAL/MEDIA/LIBRARY MATERIALS

The St. Charles Board of Education has the ultimate responsibility for establishing the curriculum and for purchasing instructional, media and library materials to be used by the district. However, the Board recognizes that its authority to remove or censor materials because of ideological or religious content may be limited pursuant to state and federal law.

The Board encourages community input and comments regarding the district's instructional, media and library materials and directs the district staff to answer all questions regarding the selection of the materials. The superintendent or designee will create procedures to efficiently address community member questions or concerns and to provide for an adequate review of the materials, if necessary.

\* \* \* \* \*

*Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: 10/14/1993

Reviewed: 01/22/1998

Revised: 09/10/1998; 12/09/2004

Cross Refs: BDDH, Public Participation at Board Meetings  
IIA, Instructional Materials  
IIAC, Instructional Media Centers/School Libraries

Legal Refs: *Board of Education, Island Trees Union Free School District v. Pico*, 457 U.S. 853, 871 (1982)

St. Charles School District, St. Charles, Missouri

**SCHOOL DISTRICT OF THE CITY OF ST. CHARLES**  
**400 N. SIXTH STREET**  
**ST. CHARLES, MO 63301**

**Citizen's Request for Reconsideration  
of Instructional Material**

Author:

\_\_\_\_\_

Type of Instructional  
Material: \_\_\_\_\_

Title:

\_\_\_\_\_

Publisher (if known):

\_\_\_\_\_

Requested initiated by: \_\_\_\_\_ Telephone:

\_\_\_\_\_

Street Address:

\_\_\_\_\_

City: \_\_\_\_\_

Zip Code:

\_\_\_\_\_

Curriculum area and grade of item:

\_\_\_\_\_

Complainant represents:

\_\_\_\_\_

Please circle: self      organization      other (please specify)

\_\_\_\_\_

1. What in the item do you object: (Please be specific with page numbers, passages, etc.)

2. What do you feel might be the result of using this item?



3. For what age group would recommend this item?

4. Do you feel there is any value in this item? Why or Why not?

5. Did you examine the entire item? What parts?

6. Have you had an opportunity to discuss the proposed use of this item with a staff member? If so, please name staff member (s).

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

Please send this request to:

Curriculum and Instruction Department  
400 N. Sixth Street  
St. Charles, MO 63301

## **INSTRUCTIONAL MATERIALS**

As the governing body of the school district, the Board is legally responsible for the selection of instructional materials. Since the Board is a policy-making body, it delegates to professional personnel of the district the authority for the selection of instructional materials in accordance with Board policies and regulations. Every effort will be made to ensure that instructional materials are distributed equitably among the district's schools so that a balanced distribution of instructional materials will occur. Free textbooks are provided in grades K-12.

Materials for the school classrooms and school libraries will be selected by the appropriate professional personnel, in consultation with the administration. When the budget for the year is approved in final form by the Board, the superintendent or designee shall direct the purchase of books, supplies, equipment and other instructional materials required, within the limits of the adopted budget. The superintendent or designee shall audit all claims and submit to the Board for approval and authorization for payment.

It is the responsibility of the professional staff to select instructional materials of the highest quality that will support the educational curriculum and goals of the district. Consideration should be given to all available textbooks in the content area to provide opportunities for each child to realize his or her greatest potential through education.

The value and impact of any textbook, library or other instructional material will be judged as a whole, taking into account the purpose of the material rather than individual and isolated expressions or incidents of the work. Multi-cultural, disability-aware and gender-fair concepts will be criteria for selection of materials.

The district shall preferentially procure educational materials, including textbooks and collected materials, from vendors who make the materials available in either Braille format or electronic format which is computer-readable in a form approved by the Department of Elementary and Secondary Education, at no greater cost than for regular materials.

\* \* \* \* \*

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 10/14/1993

Revised: 09/10/1998; 01/13/2000

Cross Refs: DK, Payment Procedures  
DN, Surplus School Property  
KLB, Public Questions, Comments or Concerns Regarding Instructional/Media/  
Library Materials

Legal Refs: §§ 170.051 - .171, RSMo.

St. Charles School District, St. Charles, Missouri

[Link to Missouri Statutes](#)

[Link to Missouri Regulations](#)

## **INSTRUCTIONAL MEDIA CENTERS/SCHOOL LIBRARIES**

The Board believes that instructional media centers/libraries are a fundamental part of the educational process. The district meets individual learning needs, provides flexible and innovative learning experiences and encourages independent learning by providing sufficient resource options to students and staff.

It is the goal of the Board of Education to provide circulating material, reference resources and electronic media to meet or supplement the needs of the students and teachers in the school system. The district shall strive to meet the school media standards as prescribed by the Missouri Department of Elementary and Secondary Education.

The district librarians, teachers and administrators have the responsibility of recommending and selecting materials for the district, in accordance with state and district guidelines, and reconsidering or reviewing the district's collection as needed. The same criteria used to select new materials for the district will be used to determine whether the district will accept any gift of materials or to determine the selection of materials purchased with a monetary gift from an individual or group.

District librarians will organize and maintain the district's collection and aid students and staff members in locating resources.

The superintendent or designee will create procedures as needed to enforce the district policies and administer the district's media centers and libraries.

### **Intellectual Access**

The library media program serves as a point of access to information and ideas for students as they acquire critical thinking and problem-solving skills. Students and educators served by the library media program should have access to resources and services free of constraints resulting from artificial barriers. Students will have access to library media selected and available in accordance with district policy and library media guidelines.

### **Confidentiality**

Individually identifiable library records will be confidential as required by law. Individually identifiable library records of a student will be considered an education record under federal law and will be released in accordance with Board policy.

Individually identifiable library records of persons other than students will not be released to any person other than the person identified in the record or to district employees who need to know the information to perform their duties for the district. However, these records may be released upon written request by the person identified in the record or in response to a court order upon a finding that the disclosure is necessary to protect the public safety or to prosecute a crime.

As used in this policy, a "library record" is any document, record or other method of storing information retained, received or generated by a library that identifies a person or persons as having requested, used or borrowed library material and all other records identifying the names of library users. The term "library record" does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library material in general.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 10/14/1993

Reviewed: 01/22/1998

Revised: 01/22/1998; 12/09/2004

Cross Refs: EGAAA, Reproduction of Copyrighted Materials  
JO, Student Records  
KLB, Public Questions, Comments or Concerns Regarding District Instructional/  
Media/Library Materials

Legal Refs: §§ 182.815 - .817, RSMo.

St. Charles School District, St. Charles, Missouri

**INSTRUCTIONAL MEDIA CENTERS/SCHOOL LIBRARIES**  
*(Selection and Reconsideration of Materials)*

The district will obtain materials for the district's media centers and libraries that are current address the curriculum needs of district instructors and provide the learning resources needed by district students. District librarians, teachers and administrators are responsible for the selection and reconsideration of materials for the district's media centers and school libraries in accordance with the objectives listed in this regulation. Suggestions for the selection and reconsideration of materials will be reviewed at least annually. The superintendent or designee will adopt procedures as needed to accomplish the goals of this regulation.

**Objectives for the Selection of Library Materials**

Library materials will be selected in accordance with the following objectives:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
3. Provide background information that will enable students to make intelligent judgments in their daily lives.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
5. Provide materials representative of the contributions to our American heritage from the many religious, ethnic and cultural groups.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.
7. Use existing special criteria for the selection of all kinds of materials, such as films, CDs, tapes and books, for all subject areas. The general criteria that may be applied to all acquisitions are as follows:
  - ▶ Material should have permanent or timely values.
  - ▶ Information should be accurate.
  - ▶ Material should be presented in a clear manner.
  - ▶ Material should be authoritative.
  - ▶ Material should have significance.

The above-mentioned criteria will also apply to the acceptance of any gift of materials or to the selection of materials purchased with a monetary gift from an individual or group.

**Reconsideration**

Library materials will be reconsidered and, if necessary, removed from district media centers

and libraries in accordance with the following guidelines:

1. The material is outdated or factually incorrect.
2. A more thorough or more complete resource exists.
3. The resource no longer supports the district's curriculum objectives.
4. The resource is not used by either staff or students.
5. The resource is not recommended by district librarians, teachers or administrators.

\* \* \* \* \*

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 05/12/2005

Legal Refs: §§ 182.815 - .817, RSMo.

St. Charles R-VI School District, St. Charles, Missouri